



Office Clerk

The Board of Public Works of the City of Lewes is accepting applications for the position of Office Clerk in the Administration Office. Duties for this position include:

- Answer phones and greet customers professionally.
- Assist in filing duties.
- Perform basic bookkeeping duties.
- Take minutes for board meetings when needed.
- Compile financial records.
- Answer and reroute calls to appropriate personnel.
- Answer inquiries about company.
- Insert bills in envelopes and mail when needed.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- Organize files and documents for personnel.
- Receive and enter payments into our CIS system.
- Sort and distribute incoming mail daily.
- Count or measure mail.
- Perform data entry in our CIS system.
- Write and publish letters to customers when needed.
- Update our website with new relative information for our customers.

Please submit cover letter and resume to kkeller@lewesbpw.com. Applications may be obtained from the business office of the Board of Public Works located at 107 Franklin Avenue Lewes, Delaware or online at lewesbpw.delaware.gov. Competitive salary and benefits package offered. Applications will be accepted until February 21, 2020. The Board of Public Works is an Equal Opportunity Employer.